



# City of Tempe

## SERGEANT

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	458	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$45.351442
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$51.043269
<i>Employee Group:</i>	PDU	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sergeant
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Protective Service

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direction from higher level supervisory and management staff.

Exercises direct supervision over sworn and non-sworn police staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of current, continuous service as a City of Tempe Police Officer, plus the educational requirements listed below.
<i>Education:</i>	An Associate of Arts (AA) degree or verifiable successful completion of 60 credit hours with a grade of C or better from an accredited college or university.
<i>License / Certification:</i>	<ul style="list-style-type: none"><li>• Must possess and maintain a valid driver's license.</li><li>• Possession of Arizona Police Officers Standards and Training (POST) Certification.</li></ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To supervise police field operations on an assigned shift; to provide lead supervision and personally perform investigation, patrol and traffic duties; and to perform a variety of administrative and technical duties in support of the Department's goals and objectives.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective services and support in assigned area of responsibility; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Review the work of departmental personnel to ensure compliance with Department policies and procedures; review reports submitted by officers to verify completeness and the meeting of prescribed standards.
- Participate in the selection of staff; participate in evaluating staff performance; work with employees to correct deficiencies; implement discipline procedures.
- Plan, direct and supervise the activities of officers assigned to field patrol; provide overall technical and administrative direction to assigned personnel; contact subordinate officers on shift periodically; follow up on problems and complaints.
- Respond to major crimes, accident scenes and emergencies; assume initial command; contact and advise the appropriate Lieutenant or Commander.
- Supervise and participate in all normal shift duties as assigned including enforcing local and State laws, issuing citations, making arrests, administering first aid and transporting offenders.
- Provide pro-active performance planning utilizing performance management tools.
- Complete required reports and documentation relating to activities.
- Physically present to perform the duties of the position.
- Perform related duties as assigned.

**When on assignment:**

- Serve as sergeant in specific assigned areas such as Patrol, Criminal Investigations, Special Investigations or Professional Services Bureau. Provide overall technical and administrative direction to assigned personnel.
- Plan, direct and supervise activities of officers assigned to police investigations; supervise and conduct criminal investigations including crimes against persons and property, narcotics, juvenile offenses and related felony crimes; analyze crime patterns and trends; prepare associated reports and statistics.
- Supervise crime scene investigations; ensure collection, preservation and proper handling of physical evidence and property.
- Supervise the investigation of fatality and serious injury accidents; review accident reports; prepare monthly traffic enforcement statistics and reports.

- Plan, direct and supervise the activities of officers assigned to traffic enforcement; coordinate selective traffic enforcement program; oversee parking enforcement activities; plan, coordinate and supervise traffic control activities for special events, parades and street closures.
- Ensure proper reporting of State funds for tasks forces and other funded activities; establish and maintain contact with other City departments and divisions; review expenditures and revenues to ensure the accuracy of all statements; compile budget and statistics information as requested.
- Supervise and train new sworn and non-sworn officers and employees on departmental policies, procedures and activities.
- Coordinate and oversee Police Officer Reserves and Explorer Programs; assign equipment and work assignments to Reserve Officers and Explorers.
- Serve as a school liaison; prepare public safety presentations for school students; may refer juveniles to proper authorities when home or other conditions are unsatisfactory.
- Supervise canines; select and train animals for mounted and K-9 units.
- Review all reports and activities on assigned shift.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective March 1989*

*Revised June 1997*

*Revised November 2000*

*Revised January 2002 (title change)*

*Revised January 2002 (Changed minimum qualifications)*

*Revised December 2003 (Changed minimum qualifications -back to original)*

*Revised May 2009 (included Lieutenant and revision to assignment areas)*